

**Pupil Premium  
Awards 2013  
National Winner**



**Pakeman  
Primary School**

**PAKEMAN PRIMARY SCHOOL  
POLICY ON RESPONDING TO CASES OF  
CORONAVIRUS**

**Review Date: January 2021**

**Next Review Date: January 2022**

**Ethos Statement**

Pakeman School offers a positive, safe learning environment for its community, in which everyone has equal and individual recognition and respect. We celebrate success and are committed to the continuous improvement and fulfilment of potential in every child. We encourage increasing independence and self-discipline amongst the pupils. Everyone within the school has an important role to play in sharing responsibility for the development of positive behaviour and attitudes.

# PAKEMAN PRIMARY SCHOOL POLICY ON RESPONDING TO CASES OF CORONAVIRUS

Status	This policy sets clear processes and expectations for staff and families during the national Covid-19 epidemic. It is based on Public Health guidance and advice.
Date	January 2021
Approval	Chair's Action – Janet Convery – January 2021
Review	This policy will be continuously reviewed and may change at any time in response to Public Health guidance and advice.

## Context:

This policy sets out the procedures we will use for dealing with cases of coronavirus amongst our community. This includes:

- Any pupil or member of their household, or any staff member or member of their household, who develops symptoms of coronavirus whilst at school.
- Any pupil or member of staff who develops symptoms of coronavirus or is tested positive for coronavirus whilst not at school.

## The Symptoms of Coronavirus:

The key symptoms of coronavirus are:

- **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- **A new, persistent cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Any of these symptoms separately or in combination will trigger action as detailed below in this policy.

## Cases of Symptoms Developing at Home

If a member of staff develops symptoms of coronavirus at home, they must:

- Not come to school.
- Inform their line manager and all members of SLT as soon as possible.
- Get a PCR test for Covid-19 and inform SLT of its outcome as soon as possible.

- Self-isolate at home for 10 days or until they receive a negative test result.
- Ensure members of their household self-isolate at home for 14 days or until the symptomatic person receives a negative test result.

If a parent or pupil develops symptoms of coronavirus at home, the parent must:

- Ensure their symptomatic child does not come into school.
- Ensure any siblings who live with the symptomatic child do not come into school.
- Inform the school as soon as possible.
- Get a PCR test for Covid-19 and inform the school of its outcome as soon as possible.
- Ensure the person with symptoms self-isolates for 10 days or until they receive a negative test result.
- Ensure all members of the symptomatic person's household self-isolate at home for 14 days or until the person with symptoms gets a negative test result.

If the School is informed of a case of coronavirus symptoms amongst pupils or staff members who have been attending school, we will:

- Support the symptomatic person to get a PCR test.
- Keep the relevant 'bubble/phase' open pending the symptomatic person receiving a test result.
- Ensure the school knows about the test result as soon as possible.
- Follow the procedure outlined below if the test result is positive.

### **Cases of Symptoms Developing at School**

If a member of staff develops symptoms of coronavirus at school, they must:

- Remove themselves from all contact with other people in school as rapidly as possible.
- If necessary, self-isolate in the school's Covid-19 isolation room:
  - Tracey's room (off Bottom Hall)
- Inform SLT on site immediately, ideally by phone. We will offer help if it is needed.
- Go home as quickly as possible.
- Get a PCR test for Covid-19 and inform SLT of its outcome as soon as possible.
- Self-isolate at home for 10 days or until they receive a negative test result.
- Ensure members of their household self-isolate at home for 14 days or until the symptomatic person receives a negative test result

If a child develops symptoms of coronavirus at school, we will:

- Ask the child to step away from others, whilst a designated member of staff puts on the appropriate PPE if they wish to use it
- Take the child to the school's Covid-19 isolation room:
  - Tracey's room (off Bottom Hall)
- Continue to offer the child care and support, whilst limiting contact as much as possible.
- Contact the child's parents/carers as rapidly as possible and ask them to come to school to collect their child and any siblings in school who live with the child.
- Advise parents/carers of the following:
  - The child must get a test.
  - The child must self-isolate for 10 days or until a negative test result is received.
  - Members of the household without symptoms should not get a test.

- All members of the household must self-isolate for 14 days or until a negative test result is received for the child with symptoms.
- The outcome of the test must be communicated to school.

If someone at school develops symptoms of coronavirus, we will also:

- Keep the 'bubble/phase' open pending the symptomatic person receiving a test result.
- Ensure the school knows about the test result as soon as possible.
- Follow the procedure outlined below if the test result is positive.

## Getting a Test

Testing can be arranged for symptomatic staff and children aged five or over at:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

All children, including those under five years of age, can also arrange testing via the [111 online service](#) or by calling **111**.

## A Positive Test Result

If someone who has attended school in the previous 48 hours tests positive for coronavirus we will:

- Close the 'bubble/phase' which the person with coronavirus belonged to.
- Inform parents and staff from the 'bubble/phase' that 'bubble/phase' members need to self-isolate for 10 days
- Inform parents and staff from the 'bubble/phase' that the other members of their households do not need to self-isolate, unless someone in the household develops coronavirus symptoms.
- Inform Public Health Islington and the DfE Coronavirus Helpline (see below for contact details).
- Inform all other parents that someone attending school has tested positive, but that their children's bubbles/phases remain open
- Ensure that the rooms and resources used by the 'bubble/phase' are deep cleaned.
- Ensure regular contact with families, pupils and staff members who are self-isolating or ill.
- Provide remote learning for all pupils who are self-isolating.
- Inform parents and staff as soon as a date is known for re-opening the 'bubble/phase'.

**Note:** The school leadership teams will work in partnership with the Pakeman Governing Board, Public Health Islington, LCRC, the Health and Safety Executive (HSE) and Islington Local Authority to decide if full school closure is ever required. It is not a decision the school's leadership teams are empowered to take alone.

## Emergencies and/ or Uncertainty

In an emergency we will always call **999**. If we are in any doubt about the best way to proceed, we will seek advice from Public Health:

Public Health England:

- Email: [enquiries@phe.gov.uk](mailto:enquiries@phe.gov.uk)
- Main switchboard: 020 7654 8000

Public Health Islington:

- Email: [CIPHadmin@islington.gov.uk](mailto:CIPHadmin@islington.gov.uk)
- Tel: 020 7527 1127

DfE Coronavirus Helpline: 0800 046 8687

London Coronavirus Response Cell (LCRC): 0300 303 1450

**Record Keeping**

If any of the conditions outlined above are met and action is taken according to this policy, a record will be made in the school's Covid-19 Risk & Incident Log on Cpoms.